



WASHINGTON STATE  
OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISES

## Plan To Win ... Workshop For Consultants

### Understanding the Request for Proposal (RFP) and Request For Qualifications/Quotation (RFQQ) Documents; Preparing a Winning Proposal

Certified firms are invited to attend a workshop that focuses on understanding the terms and conditions of a Request for Proposal/Request for Qualifications/ Quotation (RFP/RFQQ). Several state agencies will be refreshing their consultant rosters during 2010. Now is the time to ensure that your proposal not only meets all the minimum response criteria, but will receive the maximum evaluation points.

We will review an actual RFQQ issued by a Washington State agency and provide guidance in preparing a response to an RFP/RFQQ . You will learn about:

✓ Pre-proposal Conferences	✓ Convenience/Mandatory Contracts
✓ Work Order/Work Request	✓ General Terms and Conditions
✓ Letters of Intent	✓ Debriefings
✓ Protests	✓ WEBS Registrations

OMWBE has invited contracting officers from Departments of Financial Management, Veterans Affairs, Transportation, Personnel and Information Services to co-present this workshop with OMWBE. They will provide information about their agency's specific contracting procedures. You will be able to ask these contracting officers specific questions about their agency's procedures.

This workshop will be presented in Olympia and Seattle on the following dates:

#### **November 10, 2009 - Olympia**

OMWBE

406 Water Street SW

Olympia WA 98504-1160

Session Time: 1:00 pm – 4:00 pm

#### **November 19, 2009 - Seattle**

U.S. Small Business Administration

2401 Fourth Avenue

Seattle WA 98121

Session Time: 9:30 am – 12:30 pm

**Registration or Questions:** Contact Momi Friedlander at 360-704-1192 or [momicf@omwbe.wa.gov](mailto:momicf@omwbe.wa.gov)

Early registration is recommended as space is limited at both locations.

**Please plan to attend one of these workshops**